

## **COURT INTERPRETER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Court Interpreter position exists is to provide Spanish language interpretation and translation services to the non-English speaking public in Municipal Court proceedings. Municipal Court Interpreters are responsible for the simultaneous interpretation of court proceedings and the translation of court-related documents. Incumbents work under the direct supervision of the Deputy Court Administrator, who evaluates work based on the quality of service provided and the results achieved.

### **ESSENTIAL FUNCTIONS:**

Provides verbal Spanish interpretation and translation services in a variety of court settings.

Translates written documents, including existing court forms and other court-related documents and materials, as assigned.

Establishes and maintains effective working relationships with judges, prosecutors, City officials, public defenders, lawyers, supervisors, co-workers, and the general public, providing quality service to all court users.

Investigates and handles problems and complaints from the non-English speaking public and other agencies, demonstrating the ability to listen and communicate effectively.

Schedules interpreters for other Non-English speaking defendants; supports all areas of the court with interpreting services. Maintains statistical information related to interpreter usage.

Supports other staff members and is a team player by helping other personnel accomplish goals. Provides superior customer service for both internal and external customers.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities:**

##### Knowledge of:

The Spanish language with demonstrated proficiency in proper, regional, and idiomatic usage  
Techniques of concurrent, literal interpretation and translation; the legal and technical terminology and idiomatic and street jargon in the English and Spanish languages; and courtroom practices and operations.

##### Ability to:

Accurately perform simultaneous translation of English into Spanish and Spanish into English during court proceedings;

Understand court procedures and processes to ensure accurate information is provided to the public;

Interpret City policies, procedures, and regulations;

Maintain excellent customer service skills, adapt to changing work situations, and remain objective in dealing with the irate, emotional, and sometimes difficult human circumstances

Read and write Spanish, and translate correspondence as needed.

**Education & Experience**

Requires any combination of training, education and experience equivalent to graduation from high school or GED, and 3-5 years experience providing English to Spanish translating and interpreting services in a public setting, preferably in a legal environment. Must pass, or have passed within the past three years, the Federal court certification for interpreting.

FLSA Status: Non-exempt

HR Ordinance: Classified